

Mar-21-2014

Robert Meeker
Manager
Camp Mary Orton
7925 North High St
Columbus, OH 43235

Dear Robert,

We welcome the opportunity to present our software product and services to you. At EventPro, we don't just sell software – we provide a complete venue, function and event management solution. We understand the challenges facing event managers, and recognize the need for efficiency and accurate information when planning events. EventPro is the new standard for excellence in event management software, utilizing state-of-the-art graphical technology for ease of use and competitive low pricing.

It is with great pleasure that we submit to you a proposal for the purchase of EventPro Software, as well as the Upgrade Protection Plan and software training. We look forward to providing you with a superior product for your future success in managing events. Please do not hesitate to contact me if you require any further information or assistance.

Warm Regards,

Shane Gatzke

Account Consultant
(306) 975-3737 ext. 255
ShaneG@eventpro.net

This proposal cannot be shared or copied without the written consent of EventPro Software.

EventPro Software 105-15 Innovation Blvd. Saskatoon SK S7N 2X8 Canada
Ph: (306) 975-3737 Fax: (306) 975-3739 Email: Sales@eventpro.net Web: www.eventpro.net



105 - 15 Innovation Blvd.
Saskatoon SK S7N 2X8 Canada

QUOTE

Quote # PSIQ2952

Date Mar 21, 2014

Prepared For	
Company:	Camp Mary Orton
Attention:	Robert Meeker
Email:	manager@godmanguild.org

Account Representative

Shane Gatzke

Quote Valid Until

Apr 20, 2014

Email

ShaneG@eventpro.net

Phone

(306) 975-3737 ext. 255

Qty	Description	Unit Price	Ext. Price
SOFTWARE: STANDARD (ACCESS) EDITION			
1	EventPro Standard 1-10 Locations Single User	\$2,195.00	\$2,195.00
2	EventPro Standard 1-10 Locations Additional User (Total of 3 Concurrent Users)	\$295.00	\$590.00
UPGRADE PROTECTION PLAN (UPP)			
1	Upgrade Protection Plan: Calculated at 18% of current purchase price, min. \$625 A one year term of program upgrades, maintenance releases and support. (UPP contract may be extended for multiple years for additional savings)	\$625.00	\$625.00
TRAINING - Please circle your selection(s). Refer to the attached TRAINING SELECTIONS sheet for more information.			
1	Silver Training Package: 10 Hrs. Online Training	\$1,495.00	\$1,495.00
0	Gold Training Package: 3 days Onsite + Initial Consultation (1 Hr Online), Travel Expenses Extra	\$3,995.00	\$0.00
0	Platinum Training Package: 5 Days Onsite + Initial Consultation (1 Hr Online) + Follow-up Consultation (1 Hr Online), Travel Expenses Extra	\$5,995.00	\$0.00
EventPro is available in Standard (Access) Edition and Enterprise (MS-SQL) Edition. Optional Advanced Modules: (1) Accommodation, (2) Attendee, (3) Booth, (4) Enquiries, (5) EP WebSuite, (6) EPMobile, (7) TaskAssistant Service (Enterprise Only), (8) CalendarAssistant Service (Enterprise Only).		Total (USD)	\$4,905.00

Thank you for choosing EventPro Software! Please provide your signature below to confirm your acceptance of this quote. Include a Purchase Order Number, if applicable, and fax quote to (306) 975-3739.

Signature _____

Purchase Order # _____ Date _____

We accept Check, Wire Transfer (ACH via IAT), VISA or MasterCard. For Credit Card Authorization, complete the section below.

My signature verifies that I am the cardholder or have been authorized by the cardholder to make this credit card purchase.

Select one: VISA _____ MasterCard _____

Card # _____ Expiry Date _____

Name on Card (print) _____ Cardholder's Signature _____

Payment Terms are Net 30 Days. All prices subject to change without notice. EventPro Software is a division of Profit Systems Inc.; neither pay duties or taxes for international shipments. FAS, import duties and customs charges (if applicable) are not shown on the proposal and are the responsibility of the client.

Training Selections

Prepared for: Camp Mary Orton

Attention: Robert Meeker

Account Representative: Shane Gatzke Email: ShaneG@eventpro.net

Attached to Quote #PSIQ2952. After you review the training selections below, circle your choices on the attached Quote #PSIQ2952.

EventPro Software Training is an extremely important part of your software investment. Training will help you maximize your knowledge of EventPro so that you can work faster, reduce repetition, and optimize your database. We offer the following valuable training packages to our customers:

\$1495.00 Silver Training Package (10 Hrs. Online)

- 2 hours of online business analysis and consultation
- 8 hours of training using GoToMeeting.com
- Delivered in 1- and 2-hour training sessions
- Database setup and configuration is your responsibility, under Trainer's guidance

\$3995.00 Gold Training Package (3 Days Onsite, 1 Hr. Initial Consultation Online)

All travel-related expenses are additional

- 1 day of onsite business analysis and consultation at your location
- 2 days of onsite training, in-person at your location (time allocated to consultation and training may vary based on client's needs)
- 1 hour of online consultation for preliminary assessment
- Database setup and configuration is your responsibility, under Trainer's guidance

\$5995.00 Platinum Training Package (5 Days Onsite, 1 Hr. Consultation Online, 1 Hr. Follow-up Online)

All travel-related expenses are additional

- 2 days of onsite business analysis and consultation, software setup and configuration at your location
 - 3 days of onsite training, in-person at your location (time allocated to consultation and training may vary based on client's needs)
 - 1 hour of online consultation for preliminary assessment and 1 hour online for follow-up training
 - Database setup and configuration is included in this premium training package
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Thank you for choosing EventPro training! In the attached quote PSIQ2952 above, please circle the training option(s) that best suit your needs. You can then fax the quote to (306) 975-3739.

Training Conditions:

1. Timelines: Onsite training requires at least 4 weeks of lead time for proper preparation and maximum benefit. Onsite training booked with less than 4 weeks' notice is subject to a \$3,000 surcharge. Online training credits expire 1 year after the date of purchase.
2. Program Installation: Meet or exceed system requirements. Ensure EventPro is installed and running properly prior to training.
3. Cancellation: The Customer must provide 48-hour notice to the Trainer if Online training needs to be cancelled or rescheduled.
4. Trainer: Trainers are responsible for training the Customer on operation and functionality of EventPro, but are not responsible for technical issues that arise. The Customer is responsible for training that extends beyond the scheduled hours.
5. Limitation of Liability: EventPro Software is not liable for any indirect or consequential damages (including but not limited to loss of business profits/information or business interruption) arising out of the use or inability to use EventPro Software. The terms and conditions of the Program License Agreement apply.

Company Overview

EventPro Software is a division of Profit Systems Inc., which was established in 1985 to provide custom software solutions. In 1986, Profit Systems developed one of the first preventive maintenance software solutions available for the personal computer, which has now evolved into our current PMXpert Software. EventPro Software was developed in 1997 for event management, and quickly became an international success in many business sectors. After persistent demand from the marketplace, EventPro Planner was released in 2003 to help planners manage events held in non-fixed locations.

EventPro Software is dedicated to providing superior customer service and updating our products with proven new technologies. More importantly, we are committed to listening to our clients to ensure our software adapts to their evolving event management needs in an ever-changing world.

Our Products and Services

- EventPro Software: Designed for venue managers who schedule location bookings, coordinate functions, and manage event resources.
- EventPro Planner Software: Designed for corporate or independent event planners who plan and manage events.
- PMXpert Software: Designed for facilities that need to track and perform preventive maintenance on buildings, vehicles, and equipment.
- Training: Our professional trainers will walk you and your staff through all areas of the software that are important to the successful functioning of your event management process. Online training is performed using Go To Meetings, and can be booked on an hourly basis. Onsite training is completed in a minimum of three days, with our trainer traveling right to your office.
- Upgrade Protection Plan (UPP): The UPP is an annual support contract that provides you with access to regular software updates and upgrades, preferential member pricing, unlimited support via email and phone, and other valuable support features.
- Customization: For an additional charge, we can customize reports and web interfaces to suit your business needs, or perform your data import and export.

Upgrade Protection Plan

The Upgrade Protection Plan (UPP) is an annual Support Contract that provides you with access to these exclusive benefits:

- New and Enhanced Software Features: Delivered through two scheduled upgrades per year and numerous updates throughout the year.
- Preferential Member Pricing on all products and services and exclusive access to member-only promotional offers.
- Suggestion Box: Participation of our UPP customers is our main source of new ideas for the software.
- Software Hotfixes: Released as required.
- Unlimited Software Support: Via telephone and email, Monday to Friday, 7 a.m. – 5 p.m. CST.
- User Manual: Complete, step-by-step instructions, regularly updated by our in-house Documentation Department to reflect current software development.
- The PSI Connection: Our news blog, which provides the latest news and tips from Profit Systems Inc., the parent company of EventPro and PMXpert Software.
- EventPro Bulletin: Our bulletin sent as required to provide information about software updates and upgrades for assisting technical staff with network maintenance.
- EventPro Support Website: 24-hour access to the newest Downloads, Frequently Asked Questions (FAQs), "What's New" (a list of latest enhancements, new features and fixes), Bug Report forms, File Uploading and more.

While optional, most clients keep their UPP contract up-to-date to continue receiving the maximum benefits from EventPro Software and our Technical Support Department. As a reminder, a convenient renewal invoice will be sent 6 weeks prior to your annual renewal date. Or, at any time, you may choose to pre-pay a multi-year Extended Upgrade Protection Plan and lock in UPP benefits at the current price (up to 5 years) to bypass inflationary price increases.

If your UPP contract lapses, you will have the option to reactivate at any time. An accumulative reactivation fee applies for each year the UPP had lapsed. This reactivation fee covers the cost of development releases, valuable enhancements and new features that are added to the software throughout each year—all of which you will regain upon reactivating your UPP contract. You will also regain access to our Technical Support experts.

Client Base

With two powerful software solutions for managing events – EventPro Software (for event & venue management) and EventPro Planner Software (for planning events in various venues) – we can serve a wide variety of clients in a diverse range of industries. The following is a sample of our client base:

Clubs

- Royal Palm Yacht Club (FL, USA)
- Bankstown District Sports Club (NSW, AU)
- Edmonton Petroleum Club (AB, CAN)
- Armidale City Bowling Club (NSW, AU)

Colleges/Universities/Schools

- Educap (NY, USA)
- Goshen College (IN, USA)
- Learning Enrichment Foundation (ON, CAN)
- Valencia College (FL, USA)
- Northeastern Ohio Universities College of Medicine (OH, USA)
- UCLA – Anderson School of Management (CA, USA)

Conference/Meeting Facility

- Shisler Conference Center (OH, USA)
- OSU Conference Services (OR, USA)
- Manhattan Center (NY, USA)
- Kitsap Conference Center at Bremerton Harborside (WA, USA)
- U.S. Strategic Leadership Center (PA, USA)

Corporate/Meetings/Wedding

- Allegheny Technologies Incorporated (PA, USA)
- Express Event Professionals (OK, USA)
- Cruise Meetings (OH, USA)
- Johnson Space Center (TX, USA)
- Bedrock Real Estate Services (MI, USA)
- Meeting Designs (MA, USA)

Fairs/Exhibitions

- Delaware State Fair (DE, USA)
- Deschutes Fair & Expo (OR, USA)
- Linn County Fair & Expo (OR, USA)
- Fremont County Fair & Rodeo (WY, USA)

Golf Course

- Golf Club at Newcastle (WA, USA)
- Indian Summer Golf & Country Club (WA, USA)
- Gosford Golf Club (NSW, AU)
- The Landings Yacht, Golf & Tennis Club (FL, USA)

Government

- The New York Public Library (NY, USA)
- City of Cornwall (ON, CAN)
- Department of Premier and Cabinet Victoria (VIC, AU)
- Presidio Trust of San Francisco (CA, USA)
- Office of the Lieutenant Governor,
- City of Marshall (TX, USA)
- Government House (SK, CAN)
- City of Winkler (MB, CAN)

Hotel/Resorts/Catering Facility

- Jolly Hotel Madison Towers (NY, USA)
- Ambassador Conference Resort & Hotel (ON, CAN)
- Sea World Resort & Water Park (QLD, AU)
- Atrium Hotel and Conference Center (OH, USA)

Museum

- Phoenix Art Museum (AZ, USA)
- Museum & Gallery at Bob Jones University (SC, USA)
- Peabody Essex Museum (CA, USA)
- Museum of Contemporary Art (CA, USA)
- CHW Museum of African American History (MI, USA)
- National Corvette Museum (KY, USA)

Religious/Worship

- Mennonite Church Canada (MB, CAN)
- Cypress Creek Christian Community Center (TX, USA)
- Wycliffe Bible Translators (FL, USA)
- Community of Christ (MO, USA)
- Washington National Cathedral (DC, USA)
- Apostolic Church of God (IL, USA)

Analysis

The Current Situation:

- Camp Mary Orton is seeking professional event management software to streamline the process of organizing and scheduling multiple event spaces and resources.

EventPro's Solutions for Common Challenges:

- Reporting: EventPro produces detailed analytical management reports and useful client reports at the click of your mouse button.
- Booking: EventPro simplifies and automates your booking process.
- Communication: EventPro tracks all correspondence, including emails, faxes, telephone calls, and traditional print correspondence.
- Historical Data: EventPro stores event details for simple reference and to instantly create a repeated event.
- Enquiry Module: EventPro tracks the enquiry process to help you manage potential clients from the time they enquire until they decide whether to book.
- Attendee Module: EventPro tracks contact information and details for attendees when you need to know who is registered for an event.
- EP WebSuite: EventPro's powerful web integration application allows you to book and review events, make payments, accept enquiries and more, all online. It's a very flexible tool in which you can control whether information is available to defined users only, or to the general public.
- And EventPro has many more great features!

Cost Benefit Analysis:

A cost benefit analysis is provided for your consideration. *Some of the costs may not apply to your business.*

Initial Costs

- | | |
|---|--|
| • Time to review software demo and proposal | • Customized report writing (optional) |
| • EventPro Software purchase | • Training purchase |
| • Upgrade Protection Plan fee | • Time away from work for training |
| • Additional Concurrent Users (optional) | • Onsite trainer costs (optional) |
| • Add-on features (optional) | |

Future Costs

- | | |
|---|---|
| • Annual Upgrade Protection Plan fee (optional) | • Re-training for staff turnover (optional) |
|---|---|

Benefits

- | | |
|---|---|
| • Professional corporate image | • Accurate data analysis |
| • Improved customer service | • Efficient on-line viewing and request system with EP Web module |
| • Immediate access to all event details | • Immediate client access with website requests |
| • Professional-looking reports with digital photographs and floor plans | • Efficient task allocation for management |
| • Efficient accounting and reporting processes | • Improved security with user accessibility control |
| • Efficient marketing campaigns with mail merge | • Increased utilization of computers and network |
| • Increase time for core business | • Reduced storage space for hard-copy files |
| • Obtain immediate relevant event data | • Reduced paper usage and error rates |
| • Improved internal communication | • Eliminate loss of hard copy event records |
| • Improved reminders for daily tasks | • Eliminate duplicate data entry |

Product Features and Benefits

EventPro Software is packed with a wide range of features and benefits, which can be accessed quickly and easily through tab organization.

System Layout and Operational Flow

EventPro's various buttons and tabs have been organized to follow the natural flow of function management. Developed in close consultation with event managers, the software groups related processes together so you don't waste time going from one end of the system to the other to complete related tasks.

CRM – Customer Relationship Management

Not just an event management system, EventPro is the only application of its kind to offer a detailed Customer Relationship Management database. This enables you to drive marketing campaigns and keep track of communications with existing clients and prospects.

Wizards

EventPro's Booking Wizard guides you through the important steps of a booking to ensure that all necessary information is captured. Wizards make the system exceptionally user-friendly and minimize the time spent learning to operate EventPro, which is a benefit for users with minimal computer experience or new employees. The Booking Wizard also incorporates automatic conflict checking to safeguard against double-booking rooms or resources.

Automatic Reminders (Actions)

EventPro has an internal reminder system that creates 'Actions' - automatic pop-up windows that notify users of impending tasks. You can create reminders for one person or a group of people.

Packages

Sell your facilities and services through packages. All of your resources, including equipment, staff, catering, and beverages, can be bundled and sold as standard packages, saving valuable time when creating events.

Booking Calendar

The Booking Calendar can be viewed in day, week, month or year format with different users able to have their own default preferences. The user-defined color codes allow you to easily identify the status of each event. A quick reference of event names, time and statuses appear along the top of the calendar. To move events, you can drag and drop events from one location to another.

Detailed Event Management Screen

In the Event Maintenance screen, access to detailed event information is just a click away. Add setup equipment, labor, catering and beverages, or view customer discounts quickly and easily.

Advanced Catering	Pre-set your catering configurations for buffet and served menus down to the menu item level, and even set the portion quantities. No more typing!
Advanced Beverage	Pre-set your beverage configurations for different charging options and have all beverage items available in one click.
Letter Templates	Enter all of your form letters into EventPro and you will never have to retype a letter again. Merge fields automatically add information such as client name, address, event name and much more.
Contact Log and Communications	Email standard letters, reports, booking confirmations, invoices, receipts, and more with any M.A.P.I compliant email program.
Email Directly from EventPro	EventPro allows you to capture a range of client contact information, including email addresses. No more time-consuming printing, faxing, cutting and pasting! Any documents generated in EventPro can be emailed directly to the recipient.
Messaging	Users can receive automatic notification of changes to an event and send email messages to clients and co-workers directly.
Invoicing and Payments	Invoicing and payments are an integral part of any events-based business, which is why this feature is included as part of the EventPro package. Whether you need to produce monthly or periodic invoices, the batch invoice feature will handle it with ease. Most importantly, invoices are automatically created from the details of the event. Unlike some other packages, there is no time wasting error-prone copying and pasting to create invoices in EventPro. You can also easily export invoicing data to various third party accounting packages.
Floor Plans/Images	Create clear, accurate, and professional room setup plans easily. This feature is built into EventPro, and includes a comments area for you to enter useful additional information and notes regarding the plan. You can also store photos/images within the event.
Reports	EventPro comes complete with over 100 professionally designed reports for all of your event, financial, and booking needs. Create custom reports or manipulate current ones to include only the information you need. After you run a report, EventPro gives you the option to print, view on-screen, email, or save the report to file. If you decide to save your report to file, you can choose from a range of formatting options, including RTF, Excel, HTML, JPEG, and PDF, due to EventPro's seamless integration with Windows and applications such as Microsoft Office.

Global Restrictions	Define the days your venue is closed, and you will never need to worry about accidentally booking an event during your venue's downtime.
User Security Rights	To ensure confidentiality, a security system allows your System Administrator to control each user's access to various sections of EventPro. For example, one person can be given access to create events and enter the event requirements, while another only has access to view the details of the event.
Customize Tabs	Turn off unneeded event maintenance tabs.
Location Setup	Define the type of setup and maximum capacity for each location.
Pop-up Location Details	Quickly view each location's room dimensions and special features that are available or built-in.
Definable Setup Groups	Save time searching for items by defining types of setup and staff requirements. Keep track of AV, out-sourced, and in-house equipment.
Defined Costs/Prices	Set individual costs and prices for each setup, staffing, and catering item.
Update Event Times	Update event start and end times easily.
Customer Groups	Define client sub-groups, and assign client discounts or custom rates according to their category.
Customer Records	Record events the client has booked, the contact people associated with them, and any communications with the client
Financial Summary	View a complete financial summary of each event, including profit/loss and margins.

Optional Modules

Available in both Standard (MS-Access) Edition and Enterprise (MS-SQL) Edition

- Accommodation** If your facility contains accommodations, the Accommodation Module will help you manage all of the crucial details of reservations, including room availability, rates, occupants, check in/check out dates, invoicing, payments, additional charges, and more. Reservations can be attached to the related event so that they're easily accessible for quick review and changes.
- Attendee** The versatile Attendee Module does everything you would expect for comprehensive attendee management. Track attendees and their guests, create registration packages with various rates, plan seating arrangements, record dietary preferences, mail merge invitations and confirmations, record invoices and payments, and much more.
- Booth** If your facility hosts Trade Shows, Exhibitions, Conferences, Fairs or any other kind of event that involves Exhibitors, the Booth Module will help you manage every detail. You can set up any kind of booth you need and set rental fees exactly the way you want. Use registrations package to track exhibitors and use mail merge to send personalized letters to numerous recipients. All important information, including invoices, payments, communications and booth assignments are stored one convenient, easy-to-access folder within the related event.
- Enquiries** Track potential business and sales activities the easy and efficient way with the Enquiries module. Use this module to collect and store all of the relevant information about a potential customer and event, including the enquiry source, estimated value, and probability. When the prospective customer decides to book your facility, simply convert the enquiry into an actual booking that uses the pre-entered data.
- EP WebSuite** EP WebSuite integrates seamlessly with your EventPro data for real-time online access to key components of EventPro's functionality. Unlimited users and clients can access event information online to the level you determine with security rights. EP WebSuite's modularized design allows you to tailor it to your event management needs with EP WebCalendar, EP WebBookings, EP WebEnquiries, EP WebPayments and EP WebSupplier.
- EP Mobile** EventPro users can now have the convenience and freedom of mobile web access. You can check booked events on the calendar, make booking requests, find events and search for available space all from your mobile device.

See page entitled [Optional Automation Services](#) for more advanced options.

If you are interested in purchasing or seeing a free demonstration of any of these Modules, contact your Account Representative, Shane Gatzke, at ShaneG@eventpro.net or (306) 975-3737 ext. 255.

EventPro System Requirements

Server		Workstation
Processor	Minimum: Pentium 4, 3GHz+	Minimum: Pentium 4, 2GHz+
Printer	N/A	A printer is required to print reports
Operating System	Windows Server 2000, 2003+, 2008 and 2008 R2, Windows 7 with latest service packs (32 & 64 bit versions)	Minimum: Windows 2000 with latest service packs Recommended: Windows XP, Windows Vista, Windows 7 with latest service packs (32 & 64 bit versions)
Memory	Minimum: 4 GB Recommended: 4 GB+	Minimum: 1 GB Recommended: 4 GB+
Disk Space	Minimum: 100+ MB Recommended: 2 GB	Minimum: 50 MB+
Media	N/A	Mouse or pointing device
Video	Resolution: 800 x 600, 256 color display	Minimum: 800 x 600, 256 color display Recommended: 1024 x 768, 32 bit color
Supported Networks	Windows Server 2000, 2003, 2008, and 2008 R2 <i>*Will run through Citrix Systems, Terminal Services</i>	Windows Server 2000, 2003, 2008, and 2008 R2 <i>*Will run through Remote Desktop</i>
Supported Databases	With Standard Edition purchase: Access 2000 With Enterprise Edition purchase: MS-SQL 2000, MS-SQL 2005, MS-SQL 2008 and MS-SQL 2008 R2. <i>*All MS-SQL Express versions are supported</i>	N/A
Network Speed	Minimum: 100MB/Sec Recommended: 1GB/Sec	Minimum: 100MB/Sec Recommended: 1GB/Sec
Enterprise Edition	Requires the MS-SQL server installed with the appropriate licenses	

EventPro EP WebSuite	
Software Feature	Requirements
EventPro	Version 6.12.7.734 or higher
Operating System	Windows Server 2003+
Other	Microsoft .NET 4.0 Framework, Internet Information Services (IIS) 6.0+
Knowledge of web servers in general. Previous experience with HTML/CSS programming is not required, except to modify themes.	

Note: For the most up to date system requirements please visit <http://www.eventpro.net/requirements.html>